



CITY OF BRANSON
PLANNING & DEVELOPMENT
110 W MADDUX ST, SUITE 215
PHONE: (417) 337-8535
FAX: (417) 334-2391

SPECIAL EVENT PERMIT APPLICATION

Today's Date: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____ Email: _____

Sponsor (Please Print): _____

Sponsor Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Event Name: _____

Event Location: _____

Event Dates: Beginning _____ Ending _____

Hours of the Event: Beginning _____ Ending _____

*** The Sponsor hereby agrees to hold the City of Branson harmless from any and all suits, claims, damages, and causes of actions of any kind arising from or relating to the proposed Special Event, including property damage and injury to persons, including death.

Sponsor Signature: _____ Title: _____

Event Activities: Answer "YES" or "NO" to indicate whether each of the following activities will be part of your special event. If you mark "YES" to any of the following activities, additional documentation must be provided. Refer to Section 450.070 of the Branson Municipal Code for details concerning application for permit.

Yes No

- ☐ ☐ Will the event be held on public property or city streets?
- ☐ ☐ Will there be any closing and/or barricading of public right-of-ways?
- ☐ ☐ Will you be utilizing any speaker podiums, bandstands, loudspeakers, amplifiers, or special utility hook-ups?
- ☐ ☐ Will you be utilizing any tents, temporary structures, trucks or trailers?
- ☐ ☐ Will you have any merchandise vendors as part of your event?
- ☐ ☐ Will animals be utilized as part of your event?
- ☐ ☐ Will food be prepared and/or served? If yes, fill out attached application and return to Taney County Health Dept.
- ☐ ☐ Will alcohol be sold and/or served?
- ☐ ☐ Will fireworks be displayed?
- ☐ ☐ Will you be utilizing any temporary banners or signs?
- ☐ ☐ Will you be using existing electrical wiring?
- ☐ ☐ Will the installation of electrical wiring be required: Indicate: ☐ Temporary or ☐ Permanent

FOR OFFICE USE ONLY: Project No. _____

FEE & CODE: **\$100.00** SEPA

DATE & INITIALS: _____

PAYMENT TYPE: ☐ CASH Receipt # _____

☐ CHECK # _____

☐ CREDIT CARD REF # _____

☐ Tax Exempt (501(C)3)

This Special Event Permit is approved in accordance with Chapter 450 of the Branson Municipal Code this ____ day of _____, ____.

Jim Lawson – Director of Planning & Development

Special Event Application Checklist

- ☐ If Sponsor is tax exempt, include copy of exemption certificate.
- ☐ Written description of event
- ☐ If event is to be held on public property, provide the necessary liability insurance
 - One-million dollars (\$1,000,000) for any injury to any person, including death, arising out of one incident;
 - One-million dollars (\$1,000,000) for any damage to property;
 - One-million dollars (\$1,000,000) automobile liability insurance for any injury to any person, including death, arising out of one incident
- ☐ If the event is to be held on private property, must obtain written permission from property owner that includes the following
 - Giving permission to use the property.
 - What the property is going to be used for.
 - Dates the property will be used.
- ☐ Site Plan must show the following:
 - Location of the different components of the event: food, alcohol, vendors, sound equipment used, tents and size of any tents used, etc.
 - Parking areas
- ☐ List of Banners
 - Location of Banners
 - Size of Banners
 - If using private property, must obtain permission from property owner
 - Sign must not be in a MoDOT or City right-of-way
 - Call 1-800-DIG-RITE before placing signs
- ☐ Vendor list: (if applicable)
 - Name of business
 - Owner name, address & Phone number
- ☐ Plan for selling alcohol
- ☐ Security plan: (Branson Police Department does not provide private security services.)
 - Name and number of company
 - Description of securities duties
- ☐ Food Service Plan (if applicable)
 - Fill out Taney County Health Departments Temporary Food Event Organizer Application and return to Taney County Health Department
- ☐ Animal Handling Plan (if applicable)
 - depending on species, required health certificates and permits
- ☐ If temporary electric is needed, you will need to apply for a building permit.

Provide as much information as possible regarding the event.



Public Health
Prevent. Promote. Protect.

Taney County
Health Department
320 Rinehart Road
Branson, MO 65616
www.taneycohealth.org
Tele: 417-334-4544
Fax: 417-336-9604

Temporary Food Event Organizer Application

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. In addition to this organizer application, a separate Temporary Food Service Operator Application must be submitted to the Taney County Health Dept. by each food service vendor at least 30 days prior to event. A fee of \$50.00 from the organizer will be required prior to issuing of permit. For more information, call 417-334-4544.

1. Organizer Name: _____ Date: _____
2. Address: _____

Street number and name
City
State
Zip
3. Organizer Phone: (8-5): _____ Other: _____
4. Name of event: _____
5. Event Location: _____
6. Dates and times of event: _____
7. On-site Coordinator(s) contact information. *FAX #*

Name	Responsibility	Contact Number(s)

8. Number of Coordinator(s) that are certified food managers? _____ Attach copy(ies) of certification.
9. Number of persons expected to attend (event total): _____
10. Expected peak attendance (number, date and time): _____
11. Please list all food vendors below (including vendors with canned soda/water coolers, prepackaged foods, i.e. jelly, alcohol)

Name	Address	Phone Number(s)	Tent/Trailer/Food Cart
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

-
- This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WORK SCHEDULES

In order to serve your patrons effectively and safely, your event must be managed and staffed in an organized manner. The organization coordinator should consider all of the jobs that need to be done – from cleaning before the event to garbage pick-up and collection after the event is over. When these responsibilities are identified, volunteers should be assigned duties and scheduled to work. This schedule will assist with making assignments and will provide a record of who worked during the event.

NAME	DATE	ASSIGNMENT/LOCATION	TIME IN	TIME OUT

EVENT LAYOUT

This page is to assist the organizer in planning the locations of the activities. Draw in the location and identify all equipment including service roads, parking, garbage collection facilities, handwashing facilities, toilets, potable water connections, electrical connections, food vendor locations, tents, dishwashing facilities, refrigerators, hot and cold holding equipment, worktables, food/single service storage, grills, etc.

Signature of Organizer _____ Date: _____

Review Comments: _____

Signature of Inspector _____ Date: _____

CHAPTER 450. SPECIAL EVENTS*

***Editor's note:** Ord. No. 2002-053, with certain revisions, has been included herein as ch. 450 at the direction of the city.

Section 450.010. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Parades means a group of more than five persons or group of more than five vehicles or units assembled for the purpose of marching, walking, or motoring over and along the city streets of Branson.

Person means any individual, association, partnership, limited liability company, corporation or entity.

Special event means any event, including parades, involving the extraordinary use of public property, such property including, without limitation, the public right-of-way, public parks, public buildings or other city facilities; or events or acts on public or private property as otherwise provided or required by the Branson Municipal Code as requiring a special event permit. Extraordinary use of public property includes amplified sound, closing of streets, electrical or plumbing hookups to city utility connections, fireworks, firearm salutes by military guards, the display of off-premises banners and signs, the use of off-premises vendors, and noise-generating events that continue past 11:00 p.m.

Sponsor means to conduct, stage, present or organize a special event. A sponsor under this definition must be in charge of the special event, or have primary control of its conduct, staging, presentation or organizing.

(Ord. No. 2002-053, § 2(625.070), 5-28-2002)

Section 450.020. Responsibility for expenses incurred by city.

The special event sponsors, and any other individuals or organizations named in the permit, shall be responsible for any expenses incurred by the city as a result of the sponsored special event for stolen or damaged city property, for cost of materials and utilities for the event by the city, including, but not limited to, water, sewer, solid waste disposal and electric service, and for city employee overtime wages for the event. Any permit or consent issued by the director of the parks and recreation department for the use of any park or community center facility pursuant to section 62-10 [of the Branson Municipal Code] shall be considered a special event permit for the purposes of this section.

(Ord. No. 2002-053, § 2(625.150), 5-28-2002)

Section 450.030. Period of operation; duration.

A special event shall take place only between the hours of 8:00 a.m. and 11:00 p.m., Sunday through Thursday, and 8:00 a.m. and 12:00 a.m., Friday through Sunday, and shall not operate for a duration greater than ten days in length, unless these days and times are otherwise extended by the director of planning and development for good cause.

(Ord. No. 2002-053, § 2(625.160), 5-28-2002)

Section 450.040. Duty to restore event location.

A. Special event sponsors shall be responsible for the cleaning and restoration of the location the event occupies, and/or causes debris or litter upon, within 48 hours of the conclusion of the event, or at such other time as may be set forth in the permit, to the condition which existed prior to the event, and shall provide waste disposal receptacles and toilet facilities for use of those attending the event.

B. Special event sponsors may be required to submit to the director of planning and development a deposit for the cleaning and restoration of areas adjacent to the special event location by the department of public works.

(Ord. No. 2002-053, § 2(625.170), 5-28-2002)

Section 450.050. Exempt events.

Any event sponsored by the city, as well as any emergency services program, military exercise simulation, or training drill, or any governmental agency acting within the scope of its functions, shall be exempt from complying with the requirements of this article [chapter].

(Ord. No. 2002-053, § 2(625.180), 5-28-2002)

Section 450.060. Permit required.

It shall be unlawful for any person to sponsor or knowingly participate in any special event without a special event permit issued by the director of planning and development to the special event sponsor.

(Ord. No. 2002-053, § 2(625.090), 5-28-2002)

Section 450.070. Application for permit.

A. The application form for a special event permit shall be available in the department of planning and development. Applications requesting a special event permit shall be filed with the director of planning and development at least ten business days prior to the proposed start date of the special event, unless the ten-business-day time period is waived by the city administrator for good cause.

B. The application for an event permit shall include:

1. The name, address, and telephone and facsimile number of the applicant, and for any persons acting as sponsors of the special event who will be responsible for its conduct, staging, presentation or organizing. If the applicant is a company, corporation or civic organization, then the name of the company, corporation or civic organization, and names and addresses of its directors and officers, shall also be included.
2. The purpose or description of the special event, the estimated number of participants or those attending, and a plan or description for the use of any off-premises advertising or off-premises vendors for the event.
3. The dates the special event is to be held, and the time it is to commence and terminate, including setup and shutdown times.
4. The location of the special event, including a drawing or plan showing the entire location to be utilized by the event in relation to existing buildings, location within the tract or lot, drive areas, layout of parking areas, and the amount of space available for off-street parking.
5. The specific streets, or portions thereof, to be closed, if any, for the special event.
6. Whether alcoholic beverages will be allowed, provided or sold by vendors during the special event, and the plan or description for such allowance or provision for the purpose of assessing police, fire, health and finance department responses.

7. A plan or description for the use of lighting, music, loudspeakers, a live band, or sound system, if any, during the special event, and the type and location of speakers and other audio and lighting equipment.
8. The name and address of the security company, if any, engaged for the special event, and a description of the duties to be performed. The city police department shall not provide the private security services for a special event.
9. A plan or description for fire protection for the special event, including a map specifying the location of 18-foot fire lanes, water supply for fire control and the use of tents.
10. A plan or description for emergency medical services for the special event.
11. A plan or description for compliance with chapter 46, article IV, division 2 (the food code) and the other applicable health ordinances of the Branson Municipal Code for the event.
12. A plan or description for the use or allowance of animals during or as a part of the special event.
13. A plan for the disposal of sanitary waste and sewage for the special event, including toilet facilities, and the disposal of garbage, trash, and refuse.
14. Compliance with the Branson Municipal Code relating to merchant's licenses for the special event.
15. For events to be located upon or require the closing or blocking of any street, alley, or road, or the use of any city-owned property or right-of-way areas, submission of a liability insurance policy in the amount of \$1,000,000.00 for any injury to any person, including death, arising out of one incident, \$1,000,000.00 for any damage to property, and \$1,000,000.00 automobile liability insurance for any injury to any person, including death, arising out of one incident. The city shall be the named additional insured for each of the policies referenced in this subsection, and the special event sponsor shall execute a hold harmless agreement indemnifying the city.
16. Any additional information which the director of planning and development shall find reasonably necessary to a fair determination as to whether a permit should be issued.

(Ord. No. 2002-053, § 2(625.100), 5-28-2002)

Section 450.080. Issuance of permit; conditions; transfer; expiration.

A. *Granting or denial; conditions.* Special event permits shall be granted or denied by the director of planning and development, and shall contain terms and conditions as may be deemed necessary to assure a neat, safe and orderly event in accordance with the terms of this section. Such terms may include specific locations in which possession and consumption of alcoholic beverages will be confined, and regulations concerning prohibited noises.

B. *Transfer; expiration; effect of noncompliance.* Special event permits are not transferable, and shall expire at the close of the last date of the event for which the permit has been issued. Failure of the sponsors of the event to comply with the terms and conditions of a special event permit and the applicable ordinances of the Branson Municipal Code and laws of the state shall immediately void the permit.

C. *Standards for issuance.* The director of planning and development shall issue a special event permit as provided for in this section when, from a consideration of the application, upon the approval of the applicable city departments, including, without limitation, fire, police, health and finance, and from such other information as may otherwise be obtained, he/she finds that:

1. The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its location unless approved by the chief of police;
2. The conduct of the special event will not require the diversion of so great a number of police officers of the city to properly police the event and the areas contiguous thereto as to prevent

police protection to the city unless approved by the chief of police;

3. The conduct of such special event will not require the diversion of so great a number of ambulances or emergency medical services not otherwise provided for by the event sponsor as to prevent normal ambulance and emergency medical service to portions of the city other than that to be occupied by the proposed event and areas contiguous thereto;

4. The concentration of persons, animals and vehicles at the location of the special event will not unduly interfere with proper fire and police protection or ambulance and emergency medical services to the area of the special event and the areas contiguous thereto unless approved by the fire chief and chief of police;

5. The conduct of such special event will not interfere with the movement of firefighting equipment en route to a fire unless approved by the fire chief;

6. The conduct of the special event, as provided for by the submitted application and plans, is not reasonably likely to cause or create any significant public health risks unless approved by the director of the health department;

7. The conduct of the special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or to create a disturbance beyond the capacity of the police department to protect the general public or those participating in the special event; and

8. Verification that the information contained in the permit application by the event sponsor is true and does not omit any material detail for the consideration of the factors listed in this section.

(Ord. No. 2002-053, § 2(625.110), 5-28-2002)

Section 450.090. Notice of denial of permit; appeal procedure.

A. The director of planning and development shall act upon the application for a special event permit within five business days after the date filed. If the director of planning and development disapproves the application, he/she shall mail the applicant, within five business days after the date upon which the application was filed, a notice of the action, stating the reasons for the denial of the permit.

B. Any disapproval of a special event application must first be reviewed by the city administrator.

C. Any person aggrieved by the decision of the director of planning and development shall have the right to appeal the denial of a special event permit to the board of aldermen. The appeal shall be filed with the city clerk no later than 30 days after the date of the notice issued by the director of planning and development. The board of aldermen shall hear the appeal of the applicant as an agenda item at the next regularly scheduled board of aldermen meeting after its receipt by the city clerk.

(Ord. No. 2002-053, § 2(625.120), 5-28-2002)

Section 450.100. Alternative permit.

The director of planning and development, in denying an application for a special event permit, may issue an alternative special event permit for the conduct of the event on a date, at a time, at a place or in a manner different from that named by the applicant. Any applicant desiring to accept an alternate permit shall, within five business days after notice of the action of the director of planning and development, file a written notice of acceptance with the director of planning and development. An alternative special event permit shall conform to the requirements of and shall have the effect of a special event permit under this article [chapter].

(Ord. No. 2002-053, § 2(625.130), 5-28-2002)

Section 450.110. Modification or rescission of permit.

A. The director of planning and development may modify or rescind any special event permit for good cause, including, but not limited to:

1. A determination that any representation or statements by the event sponsor contained in the event permit application are false or misleading in any material detail.
2. A determination of noncompliance by the event sponsor of any terms or conditions of the permit.
3. A determination that the event as applied for and described upon the submitted plans may pose an immediate threat to public health, welfare or safety due to reasons including, but not limited to, weather conditions, overcrowding, traffic considerations, or violations of this Code [Branson Municipal Code] or the laws of the state by the event sponsor.
4. A determination that the event sponsor is in violation of any ordinance of the Branson Municipal Code.

B. The appeal from the decision to modify or rescind a special event permit by the director of planning and development shall proceed in accordance with section 450.090, relating to the issuance of notifications, times, and procedures to be followed.

(Ord. No. 2002-053, § 2(625.140), 5-28-2002)